

ACTIVITY REPORTING AND PROPOSAL FORM

JUDICIAL COUNCIL DIRECTIVES AOC RESTRUCTURING

DATE	4/2/2013
PREPARED BY	Patrick Farrales
OFFICE NAME	<u>Human Resources Services Office</u>
JUDICIAL COUNCIL DIRECTIVE NUMBER	26
JUDICIAL COUNCIL DIRECTIVE	E&P recommends that the Judicial Council direct the Administrative Director of the Courts to ensure that the AOC adheres to its telecommuting policy consistently and identifies and corrects all existing deviations and violations of the existing policy. The Administrative Director of the Courts must review the AOC telecommuting policy and provide the council with a report proposing any recommendations on amendments to the policy, by the December 13-14, 2012, council meeting. Based on a recommendation from the Executive and Planning Committee, the Judicial Council added an additional directive to the existing telecommute directives at the December 14, 2012, meeting to consider and report on alternatives for the telecommute policy, including whether this policy should remain in force and directed the ADOC to return to the council with a report and recommendations for the council's February 2013 meeting.
SEC RECOMMENDATION	The AOC must adhere to its telecommuting policy (Section 8.9 of the AOC personnel manual). It must apply the policy consistently and must identify and correct all existing deviations and violations of the existing policy.
RESPONSE (check applicable boxes)	
<input type="checkbox"/> This directive has been completed and implemented: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> File Attachment </div>	
<input type="checkbox"/> This directive is forwarded to the Judicial Council with options for consideration: <div style="border: 1px solid black; height: 20px; width: 100%; margin-top: 5px;"></div> <div style="border: 1px solid black; padding: 2px; margin-top: 5px;"> <input type="checkbox"/> File Attachment </div>	
<input checked="" type="checkbox"/> Other: <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> The Judicial Council approved a twelve-month pilot of the proposed amended policy 8.9, authorizing employees to work from home only when doing so is consistent with business needs and the employee's job functions, as authorized by the Administrative Director. The Human Resources Services Office will prepare program reports for the Administrative Director's presentation to the Executive and Planning Committee in six months and final presentation to the full council in twelve </div>	

months.

 File Attachment

TIMELINE AND RESOURCES FOR IMPLEMENTATION

IMPLEMENTATION DATE OR PROJECTED IMPLEMENTATION DATE

Interim Report - August 2013, Full Report - March 2014

RESOURCES REQUIRED FOR IMPLEMENTATION

HRSO has assigned staff to track, review, and coordinate the twelve-month pilot process.

ADDITIONAL IMPLEMENTATION INFORMATION (complete only applicable sections)

PROCEDURES/ POLICIES UPDATED OR DEVELOPED

The Judicial Council approved the attached amended policy 8.9, which authorizes employees to work from home, if consistent with business needs.



8-9.pdf
Adobe Acrobat Document
166 KB

TRAINING UPDATED OR DEVELOPED

For the pilot program's introduction, HRSO has developed an application intake and review procedure to manage and track the flow of applications.



Pilot Telecommute Program Memo EE Final.pdf
Adobe Acrobat Document
86.8 KB

SAVINGS

 File Attachment

COST

 File Attachment

EFFICIENCIES

AOC HRSO has set up an internal inbox to receive all applications for the pilot telecommuting program. This inbox is accessible to various HR staff. This ensures that questions concerning the program are addressed as quickly as possible.

The AOC has developed a set of application forms which will be used to evaluate telecommuting requests from each office.

	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 5px;">  <p>Working_Remotely_Application_Forms.pdf Adobe Acrobat Document 480 KB</p> </div>
<input type="checkbox"/> SERVICE LEVEL IMPACT	<div style="border: 1px solid gray; height: 20px; margin-bottom: 5px;"></div> <div style="border: 1px solid gray; padding: 5px;">  File Attachment </div>
<input checked="" type="checkbox"/> OTHER	<p>In order to provide an interim report to the Executive and Planning Committee in August 2013, the HRSO will be tracking the number of approved and denied applications received and will be requesting a count of ad hoc telecommuting employees from each office at the close of each month.</p> <div style="border: 1px solid gray; padding: 5px; margin-top: 10px;">  <p>Monthly Ad Hoc Telecommute Report by Office.docx Microsoft Office Word Document 17.9 KB</p> </div>
ADMINISTRATIVE DIRECTOR OF THE COURTS (ADOC) REVIEW AND APPROVAL	
ADOC REVIEW	Administrative Director of the Courts Review Date: <input type="text" value="4/10/2013"/>
EXECUTIVE AND PLANNING (E&P) COMMITTEE REVIEW	
E&P REVIEW	Executive and Planning Review Date: <input type="text" value="4/17/2013"/>

**Pilot Program
Number:** 8.9

Title: Working Remotely (Telecommuting) Pilot Program

Contact: Judicial and Court Administrative Services Division,
Human Resources Services Office

**Program
Statement:** The AOC's Remote Work Program authorizes employees to work from home only when doing so is consistent with business needs and the employee's job functions, as authorized by the Administrative Director.

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 - (3) Information Security**
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- (E) Other Employee Rights and Responsibilities**
- (F) Termination and Renewal of Remote Work Assignment**

(A) Purpose of Remote Work Program

When consistent with business needs and the employee's job functions, the AOC provides employees with a remote work option. Employees participate in the remote work program when, on a periodic basis, during their scheduled work hours, they perform their usual job duties from home. The terms "working remotely", "work remotely", and "remote worker" as used in this pilot program refer to the performance of usual job duties at home. Home locations for purposes of this pilot program shall be in the state of California.

Suitability to participate in the remote work program is based, in part, on an employee's job classification and the nature of the work to be performed by the employee. Those factors alone may compel disapproval of an application to participate in the remote work program.

The AOC recognizes the potential organizational and personal benefits available through a carefully planned and managed remote work program. Both the state and federal government have recognized the positive impacts of remote work programs that include reductions in air pollution, traffic congestion and the costs of highway commuting. Additionally remote working can provide employees with more flexibility in their schedules resulting in increased productivity and employee morale.

This pilot program covers two types of remote work options:

- (1) Regularly scheduled (which allows employees to work from home on a regular, ongoing basis, as described in Section (B) (3) of this pilot program), and
- (2) "Ad hoc" (occasional, one-time approval to work from home, as described in Section (C) of this pilot program).

Employees working in more than one location, other than the home, due to work-related travel, and/or working from multiple AOC offices or court locations, are considered to be working in the office. This Remote Work Pilot Program does not apply to that activity.

Requests to work from home as a reasonable accommodation for a disability will be evaluated consistent with applicable law. Such requests should be directed to the employee's supervisor and approved by the Human Resources Services Office (HR), Integrated Disability Management Unit.

(B) Regularly Scheduled Remote Work

(1) Applicability

Only non-supervisory AOC employees (regular or temporary, full-time or part-time, exempt or non-exempt) may apply to participate in the remote work program on a regularly scheduled basis.

(2) Request and Approval Process

An employee may initiate a request to participate in the remote work program on a regularly scheduled basis by submitting a completed [Remote Worker Self-Assessment](#) and [Remote Work Application](#) to his or her supervisor. The supervisor will review the request and make a recommendation to the office leadership. Office leadership will submit the request with a recommendation to Human Resources. Human Resources will review the request to ensure that the application meets all applicable pilot program criteria. HR will submit the request with a recommendation to the Executive Office for consideration. Approval of a remote work arrangement is at the discretion of the Administrative Director or designee.

Step 1 – Office Leadership Review

A request to participate in the remote work program must be reviewed by the employee's office leadership, who will determine if the employee, while working from home, can perform all of the duties and responsibilities of the position in a manner that meets the needs of the organization. When considering a request to work from home, all of the following factors will be considered:

- Nature of Work
The type of work performed by the employee.
- Quantity of work
How much work can get done from home?

- Quality of work
How well can the work be completed from home?
- Timeliness
Can timelines be met when working from home?
- Ability to handle multiple priorities
Is it possible to successfully multitask when working from home?

Employees must also demonstrate suitability of the proposed home work environment.

Employees with performance, attendance, or other work-related deficiencies, or whose jobs by their nature are not suitable for remote work, will not be approved for a remote work arrangement.

Step 2 – Human Resources Services Office Review

Completed remote work applications reviewed by the originating office's leadership shall be submitted to HR for additional review.

HR will review applications to ensure that signatures have been obtained; the agreement is consistent with the parameters of AOC policies and procedures; and the employee's duties and responsibilities align to the five factors noted previously.

Any remote work agreement that is not complete, does not have all required signatures, or is outside of the scope of the pilot program will be returned to the originating office for review. Remote work schedules may not begin until the remote work agreement has been approved by the Administrative Director or designee.

Step 3 – Administrative Director or designee's review

The Administrative Director or designee will review the remote work agreement and determine whether to approve or deny. If the remote work agreement is approved, HR will notify the Office Leadership of the approval and a start date can be coordinated with the employee.

(3) Remote Work Schedules

Employees (excluding supervisors, managers, assistant directors, and directors) may be approved to work from home on a regularly scheduled basis as follows:

- During the first 12 months of employment, employees are not eligible to participate in the remote work program.
- After 12 months of employment, employees are eligible to request to work from home up to a maximum of one day per week in any given week.

If approved, the remote work schedule applicable to a particular employee will be set by the supervisor before remote working begins. Remote workers must be available during the standard workday from 8 a.m. to 5 p.m., Monday through Friday (Hours of Work, policy 4.4(A)), or alternative schedule as approved by their supervisor, to

the same extent as if working in the office. The remote work schedule may be modified, with supervisor approval, as needed:

- The remote work assignment may be suspended or terminated at any time, for any reason at the discretion of the office leadership. If a remote work assignment is suspended or terminated the HR work coordinator must be notified immediately.
- If an employee is needed in the office on a regularly scheduled remote work day, the employee must forgo the remote work day. Employees cannot “make up” missed remote work days.
- Remote workers must request approval for time off in the same manner as if not working from home.
- With prior approval, remote workers may attend medical, dental, and business appointments on remote work days.
- For non-exempt employees, any overtime work must be authorized in advance and in writing ([Hours of Work, policy 4.4\(C\)\(1\)](#)).

(4) Remote Work Log

AOC employees approved for a regular remote work schedule must complete a [remote work log](#) for each day that they work from home. The remote work log must be provided regularly to the supervisor for review of work progress during remote work days. Employees who do not satisfactorily complete a remote work log or their assignments during remote work days may have their remote work assignment suspended or terminated at the discretion of the office leadership.

(C) Ad Hoc Remote Work

An employee of the AOC (including managers and supervisors) may alternatively be approved to work from home on an “ad hoc” basis (i.e., not on a regular basis), which may arise due to special projects, the demand for expedited work products, or other business or personal needs. The employee’s office leader may approve ad hoc work from home on a case-by-case basis. Each office will submit a monthly report of ad hoc remote work to the HR remote work coordinator. Quarterly reports will be submitted to the Administrative Director. Approval to work remotely on an ad hoc basis does not require submission of the forms referenced in Section (B)(2) of this pilot program and does not confer eligibility to work from home on a regularly scheduled basis.

“Ad hoc” remote work occurrences are limited to two days per month in any given month. Employees who are participating in the regularly scheduled remote work program may not, at the same time, work from home on an “ad hoc” basis.

The supervisor or manager recommends approval of the ad hoc remote working request and submits to his or her office leadership. Office leadership may approve the ad hoc remote work and record the usage on a monthly report that will be submitted to HR. HR will collect that data and provide quarterly utilization reports to the Administrative Director.

(D) The Home Office

(1) Work Environment

Remote workers are responsible for maintaining a safe and productive work environment. Dependent care arrangements must be made so as not to interfere with work. Personal disruptions must be limited to the same extent as when working in the employee's primary work location.

(2) Office Equipment

The AOC will provide a laptop, subject to availability, for purposes of working from home. Maintenance, repair, and replacement of AOC-owned equipment issued to remote workers is the responsibility of the AOC. The remote worker, however, must provide adequate care and protection of the equipment. [\(Use of AOC Property, policy 8.8\(B\)\)](#). In case of equipment malfunction, the remote worker must notify his or her supervisor immediately. Expenses for purchases, supplies, and repairs to personal equipment will not be reimbursed. Remote workers must restrict access to AOC-provided office equipment from family members and others.

The remote worker must also observe the following

- The remote worker is responsible to provide appropriate Internet connectivity in order to perform work duties. DSL or cable-based service is normally acceptable for this purpose.
- AOC-issued laptops must be brought into the office a minimum of once per month, and as requested, to assure the necessary technology and security updates are installed. The Information Technology Services Office does not provide technology support for use of personal equipment for working from home.
- Any software installed on AOC-issued laptops remains the property of the AOC and is subject to all applicable copyright laws and rules and regulations on the use or reproduction of software.
- Upon termination of a remote work assignment or employment, or when requested by the supervisor, the employee must return all AOC property, including software.

Computer support for remote workers is available from the Information Technology Services Office Helpdesk during the hours of 7:30 a.m. – 6:00 p.m. Remote workers may request assistance by submitting an on-line service request to the AOC Service Portal, or contacting the HelpDesk at (415) 865-4080 or helpdesk@jud.ca.gov.

(3) Information Security

Network and information security are important considerations when working from home. Remote workers are expected to maintain the security, privacy, and confidentiality of information when working at the home work site or transporting data to and from work sites, including:

- Remote workers must follow all organizational data retention, backup and security procedures.
- Remote workers must restrict access to confidential and personal information from family members and others. (Use of AOC Property, policy 8.8(D)).
- Access-restricted material and data must remain secured, and cannot be taken out of the official work location without supervisory approval.

Some AOC applications will be restricted to on-site access for security reasons. Other data may be unavailable to remote workers for technical reasons. For example, remote access to network drives is only available to employees approved and provided resources for access.

Remote workers must report any potential breach of AOC information security immediately to the Information Technology Services Office HelpDesk.

(4) Health and Safety

Remote workers are responsible for ensuring that their home offices comply with health and safety requirements. The AOC may decline an employee's request to work from home or may terminate a remote work assignment based on safety considerations. The home office may be inspected by the AOC, by appointment, for compliance with health and safety requirements.

If an employee incurs a work-related injury while working from home, workers' compensation law and rules apply. Consistent with [AOC's Workers' Compensation Insurance, policy 6.6](#), employees must immediately notify their supervisor, or if their supervisor is not immediately available, the Human Resources Services Office, Integrated Disability Management Unit, of any work-related injury and complete all required documents.

(E) Other Employee Rights and Responsibilities

Remote workers maintain the rights and responsibilities set forth in AOC policies and procedures to the same extent as if not working remotely. In particular, employees must comply with [Technology Use, policy 8.6](#) and [AOC Computer Use Best Practices](#).

(F) Termination and Renewal of Remote Work Assignment

Participation in the remote work program is voluntary and it is a privilege. Either the employee or the AOC may terminate participation in the remote work program at any time, for any reason or no reason at all. Failure to abide by the policies and procedures set forth in this pilot program may result in immediate termination of an employee's remote work assignment. Any suspension or termination of a remote work assignment must be immediately reported to HR.

It shall be the continuing duty of the office leadership in each office, in which one or more employees telecommute, to assess the performance of each such employee by adhering to the terms, conditions, and standards of this pilot program.

Approval to participate in the remote work program is only valid for the fiscal year in which it is approved. Remote Work Applications must be renewed and approved by the Administrative Director or designee each fiscal year, on or before June 30, as well as when there is a change in the remote worker's or supervisor's position, or any other change that may impact the remote work arrangement. Remote workers who wish to continue their current remote work arrangement without modification are only required to complete the Remote Work Application form (Attachment II) to request renewal. A remote work arrangement must not be continued when it does not meet the business needs or help accomplish the mission of the AOC.

All regularly scheduled remote work arrangements must be approved by the Administrative Director or designee. Approval to participate in the remote work program is based on specific criteria considered by the employee's office leadership and the Human Resources Services Office, on a case-by-case basis. As circumstances may change over time, employees previously participating in the remote work program are not assured of a remote work assignment when returning from a leave of absence or after a job transfer.



Judicial Council of California

ADMINISTRATIVE OFFICE OF THE COURTS

JUDICIAL AND COURT ADMINISTRATIVE SERVICES DIVISION

455 Golden Gate Avenue • San Francisco, California 94102-3688

Telephone 415-865-4200 • Fax 415-865-4205 • TDD 415-865-4272

MEMORANDUM

Date	Action Requested
March 8, 2013	Please Review
To	Deadline
Employees of the Administrative Office of the Courts	March 29, 2013
From	Contact
Kenneth R. Couch, Assistant Director Human Resources Services Office	Cathy McBeath, Senior HR Analyst 415-865-4273 phone 415-865-4270 fax cathy.mcbeath@jud.ca.gov
Subject	
AOC Working Remotely (Telecommuting) Pilot Program	

As directed by the Judicial Council, Judge Steven Jahr, Administrative Director of the Courts, has approved the new Administrative Office of the Courts (AOC) Working Remotely (Telecommuting) Pilot Program ([Pilot Program](#)). The Pilot Program replaces AOC Policy 8.9 (Working Remotely) Telecommuting. The Pilot Program permits telecommuting in a more restrictive manner, with controls for approving, monitoring, and if necessary, rescinding participation. It is not an expansion of former Policy 8.9; and no new telecommute applications will be accepted under that policy.

While the AOC recognizes the benefits of having a telecommuting program, please keep in mind that telecommuting is not a right, but a privilege, and may not be appropriate for every AOC position. The ability to telecommute is subject to recommendation by your manager/supervisor, director/office leadership, and the Human Resources Services Office (HR), with final approval by the Administrative Director.

Transition Period: March 1, 2013 – May 31, 2013

Participants who are currently telecommuting under the former policy may maintain their current telecommute schedule for a transition period of 90 days, effective March 1, 2013 to May 31,

2013. At the conclusion of the transition period, all telecommute agreements under the former policy will be null and void.

Pilot Program Application Process: Regular Remote Work Schedules

Approved regularly scheduled remote work arrangements under the Pilot Program will take effect beginning June 1, 2013 to June 30, 2014.

Employees who wish to participate in the new Pilot Program must submit a complete [Pilot Program application](#) to their supervisor before March 29, 2013. The applications will be reviewed by the supervisor/manager, office leadership, and HR, which will then make recommendations to the Executive Office based on Pilot Program criteria. **All applications, regardless of its denial or approval status, should be submitted by office leadership to pilot.telecommute@jud.ca.gov by the close of business on March 29, 2013. It is recommended that completed signed application forms are scanned and submitted by e-mail to the pilot.telecommute@jud.ca.gov inbox.**

Formerly completed applications and attachments under the former policy will not be accepted. HR will only review applications submitted on the attached [Working Remotely Application Forms](#). All completed and signed forms listed below must be submitted for the application to be considered:

- Attachment I – Remote Worker Self-Assessment
- Attachment II – Remote Work Application
- Attachment III – Remote Worker's Agreement
- Attachment IV – Remote Work Checklist
- Attachment V – Safety Checklist for Remote Workers

All documents will be reviewed by HR and submitted to the Administrative Director by April 12, 2013, for review and final approval. It is anticipated that final determinations will be provided to office leadership by May 10, 2013.

Please note the following new guidelines for participants in the Pilot Program:

- Must have been an employee for at least 12 months;
- Work-from-home schedules are limited to one day per week maximum in any given week;
- The designated home location is the approved work-from-home location and must be located in the state of California;
- Supervisors, managers, assistant directors and directors are excluded from participation in the regular work-from-home pilot program; and
- A [remote work log](#) must be submitted for all regular work-from-home days.

March 8, 2013

Page 3

Pilot Program: Ad Hoc Remote Work

Effective March 1, 2013, all AOC employees may be permitted, upon approval by office leadership, to work remotely on an ad hoc basis no more than two days in any given month. Employees who are on a regularly scheduled remote work arrangement may not work remotely on an ad hoc basis.

Formal applications and work logs are not required for ad hoc remote work, but a **monthly ad hoc telecommute usage report will be provided by each office leadership to HR by e-mail (pilot.telecommute@jud.ca.gov) no later than the 15th of the following month.** The monthly ad hoc telecommute usage report shall include the names of employees who are telecommuting on an ad hoc basis, and the dates of each ad hoc telecommuting instance for each calendar month.

Please note the following new guidelines for the ad hoc remote working pilot program:

- Individuals approved for a regular work from home schedule may not be approved for ad hoc remote working;
- Ad hoc working from home days are limited to two days per month in any given month; and
- All employees (including supervisors, managers, assistant directors and directors), who are not participating in the regular work from home pilot program, may be approved for ad hoc work from home days

The monthly reports will be compiled and presented to the Administrative Director on a quarterly basis. The ad hoc report data will also be provided to the Judicial Council at the end of the year as part of the Administrative Director's summary report on the pilot program.

Please submit any questions to the pilot program inbox at pilot.telecommute@jud.ca.gov. Alternatively, you may contact Cathy McBeath if you have any questions or need assistance.

KRC/cm

Attachments

cc: Hon. Steven Jahr, Administrative Director of the Courts
Ms. Jody Patel, Chief of Staff
Mr. Curt Soderlund, Chief Administrative Officer
Mr. Curt Child, Chief Operating Officer

**Administrative Office of the Courts
Remote Worker Self-Assessment**

A successful remote worker has particular traits, a job suitable for working remotely, and a remote work office or location that's conducive to work. This self-assessment will help you decide whether a remote work arrangement is right for you. Once complete, please sign and date the bottom of page 3 attesting to your responses in the self- assessment.

- 1. To be considered for participation in the Remote Work Pilot Program you should be able to answer “yes” to all statements below:**

	Description	Response
A	You are self-motivated, self-disciplined, and able to work independently.	
B	You must be able to complete projects on time with minimal supervision and feedback.	
C	You are productive when no one is checking on you or watching you work.	
D	You have strong organizational and time-management skills and are results-oriented.	
E	You remain focused on your work while at home, and are not distracted by television, housework, or visitors.	
F	You are able to manage your time and workload well, solve many of your own problems, and find satisfaction in completing tasks on your own.	
G	You are comfortable setting priorities and deadlines and keep your sights on results.	

- 2. To be considered for participation in the Remote Work Pilot Program you should be able to answer “yes” to all statements below:**

	Description	Response
A	You are comfortable working alone and disciplined enough to leave work at quitting time.	
B	You can adjust to the relative isolation of working at home.	
C	You have the self-control to work neither too much nor too little.	
D	You set a comfortable and productive pace while working at home	
E	You are knowledgeable about policies and procedures of the AOC and your division.	
F	You have been on the job long enough to know how to do your job in accordance with policies and procedures of the AOC and your office.	

**Administrative Office of the Courts
Remote Worker Self-Assessment**

Question 2. Continued...

	Please answer the following questions.	Response
G	You have well-established work, communication, and social patterns at your assigned office.	
H	You and your supervisor have discussed whether coworkers would have additional work when you work at home and, if so, how the work would be handled.	
I	You have determined how to provide support to coworkers while working at home.	
J	You have an effective working relationship with coworkers.	
K	You have evaluated the effects of your remote work days and those of your coworkers in maintaining adequate in-office communication.	
L	You are adaptable to changing routines and environments.	
M	You have demonstrated an ability to be flexible with work routines and environments.	
N	You are willing to come into your assigned office on a regularly scheduled remote work day if your supervisor, coworkers, or customers need you there.	
O	You are an effective communicator and team player.	
P	You communicate well with your supervisor and coworkers and are able to express needs objectively and develop solutions.	
Q	You have developed ways to communicate regularly with your supervisor and coworkers that you can use when you work remotely.	
R	Current job performance is a strong indicator of your potential success as a remote worker. Consider how any problems or developmental needs evident in your last performance evaluation might affect your remote work experience. You're successful in your current position; know your job well; and have a track record of excellent performance.	

3. Do you have the right job for a remote work arrangement? Check all of the examples below that apply to your position.

- Job responsibilities that can be arranged so that there is no difference in the level of service provided to the customer
- Minimal requirements for direct supervision or contact with the customer
- Low face-to face communication requirements with the ability to arrange days when communication can be handled by telephone or e-mail
- Minimal requirements for special equipment
- Ability to define tasks and work products with measurable work activities and objectives
- Ability to control and schedule work flow

**Administrative Office of the Courts
Remote Worker Self-Assessment**

4. Do you have the right tasks for a remote work arrangement? Check all of the examples below that apply to your position. Please add any additional tasks that are appropriate to your position.

- | | |
|--|--|
| <input type="checkbox"/> Analysis | <input type="checkbox"/> Auditing reports |
| <input type="checkbox"/> Budgeting | <input type="checkbox"/> Calculating |
| <input type="checkbox"/> Contacting customer | <input type="checkbox"/> Data entry |
| <input type="checkbox"/> Design and Graphics work | <input type="checkbox"/> Dictating |
| <input type="checkbox"/> Document review | <input type="checkbox"/> Editing |
| <input type="checkbox"/> Evaluations | <input type="checkbox"/> Field visits |
| <input type="checkbox"/> Planning | <input type="checkbox"/> Preparing contracts |
| <input type="checkbox"/> Project management/planning | <input type="checkbox"/> Reading |
| <input type="checkbox"/> Recordkeeping | <input type="checkbox"/> Research |
| <input type="checkbox"/> Telephoning | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Word Processing | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Writing | <input type="checkbox"/> _____ |

5. Do you have an appropriate home work environment? Check all of the examples below that apply to your work environment.

- A safe, comfortable work space where it is easy to concentrate on work
- The level of security required by the agency
- The necessary office equipment and software that meet agency standards
- A telephone, with a separate home office line if required, or a cell phone or pager
- Household members who will understand you're working and won't disturb you

Are you the right kind of worker?

If your answers provided in Question 1 and 2 are "Yes," you're the kind of employee likely to be successful at working remotely.

Do you have the right kind of job?

You should be able to check every item under Question 3. You should be able to check enough boxes under Question 4 so that you can successfully work remotely.

Do you have the right home environment?

You should be able to check every item under Question 5.

I attest to the above Remote Worker Self-Assessment and all conditions stated by me:

Signature _____ **Date** _____

Administrative Office of the Courts Remote Work Pilot Program Application

Instructions: Employee completes application and gives to the supervisor, who conducts a preliminary review, and then discusses application with the Office Leadership, who reviews request and recommends approval or denial. If the Office Leader approves the request, the application is reviewed by Human Resources where a recommendation is made to approve or deny based on the pilot program. The request is then submitted to the Administrative Director or designee for final approval or denial.

If approved, Human Resources will return the approved request to the Office Leadership with a recommended start date. The supervisor then meets with employee to discuss the outcome of the request.

Remote Work agreements are valid from June 3, 2013-June 30, 2014

Employee information:

Name: _____ Office phone: _____

Office: _____ Supervisor: _____

Proposed remote work location (must be in state of California):

Home Address: _____ City: _____

Remote work location phone: _____ Fax: _____

Pager: _____ Cell: _____

Remote work location e-mail: _____

Remote work statistics:

How long have you worked for the AOC? : _____ years _____ months

Hours of travel time saved per week: _____

Day of the Week Requested as a remote work day: (Check One)

- Mon Tues Wed Thurs Fri

Typical types of tasks or assignments to be completed on remote work days (Please see list of tasks in Question number 4 on page 3):

- _____
- _____

- _____
- _____
- _____

Dependent care:

Do you have dependents requiring care during remote work hours?

Yes No

If yes, would you have dependent care to relieve you from primary-care responsibilities during remote work hours?

Yes No

.....

Supervisor Recommendation Recommend Approval Recommend Denial

Reason (If denial is recommended): _____

Supervisor: _____

Office Leader Recommendation Recommend Approval Recommend Denial

Reason (If denial is recommended): _____

Office Leader: _____

HR Recommendation Recommend Approval Recommend Denial

Reason (If denial is recommended): _____

HR Representative: _____

Administrative Director or designee decision:

Approved Denied

Signature: _____

.....

To be completed by Human Resources:

Recommended Start Date: _____

**Administrative Office of the Courts
Remote Worker's Agreement**

The AOC will pay for the following expenses:

- Charges for business-related telephone calls and faxes
- Maintenance and repairs to AOC-owned equipment

Claims will be submitted on a Travel Expense Claim along with receipt, bill, or other verification of payment of the expense.

The AOC will not pay for the following expenses:

- Maintenance or repairs to personal equipment
- Internet connection
- Utility costs (e.g., electricity, gas) associated with the use of the computer or occupation of the home, or for the cost of adding an additional telephone line
- Equipment and supplies (these should be requisitioned through the office)
- Travel from the remote work location to your assigned office
- Travel while working remotely (unless the travel is for an approved business purpose)

I agree that the AOC is not liable for damages to my property while working remotely. The AOC is also not liable for any injuries or claims by others at the remote work location.

I agree to carry out the steps needed for good safety and security in the home-office setting. I agree to check with my supervisor when matters of security or confidentiality are at issue.

I have read and understand the AOC's pilot program on Working Remotely and agree to comply with that pilot program and its procedures.

Remote Worker: _____ Date: _____

Offices: Please submit the signed Remote Worker's Agreement to the Human Resources Services Office, Labor & Employee Relations Unit, and retain a copy for the supervisor's file.

**Administrative Office of the Courts
Remote Work Checklist**

Name of Remote Worker: _____

Name of Supervisor/Manager: _____

1. Employee has read the orientation documents and the Working Remotely pilot program.
2. Employee has an approved remote work schedule.
3. Equipment issued by the AOC is documented.
4. Performance expectations have been discussed and are clearly understood.
5. Assignments and due dates are documented.
6. Requirements for adequate and safe office space at home and the *Safety Checklist for Remote Workers* have been reviewed with the employee and the employee certifies that those requirements have been met.
7. Requirements for care of equipment assigned to the employee have been discussed and are clearly understood.
8. Employee is aware of the responsibility to ensure the security and confidentiality of information used in the course of working remotely.
9. In addition to the employee's supervisor and other management personnel, the following personnel is authorized to have the employee's remote work location phone number:

10. Employee has read and signed the Remote Worker's Agreement.

Remote Worker: _____

Date: _____

Supervisor/Manager: _____

Date: _____

Offices: Please submit the signed Remote Work Checklist to the Human Resources Services Office, Labor & Employee Relations Unit, and retain a copy for the supervisor's file.

Administrative Office of the Courts Safety Checklist for Remote Workers

The following checklist is recommended for use by each remote worker in organizing an alternate work site. The remote worker must review this checklist with his or her supervisor before working remotely. The remote worker and supervisor are encouraged to work together to ensure the safety of the alternate work site.

Work Site

- Remote worker has a clearly defined work space that is kept clean and orderly.
- The work area is adequately illuminated with lighting directed toward the side or behind the line of vision, not in front or above it.
- Exits are free of obstructions.
- Supplies and equipment (both AOC and employee-owned) are in good condition.
- The area is well ventilated and heated.
- Storage is organized to minimize risks of fire and spontaneous combustion.
- All extension cords have grounding conductors.
- Exposed or frayed wiring and cords are repaired or replaced immediately upon detection.
- Electrical enclosures (switches, outlets, receptacles, junction boxes) have tight-fitting covers or plates.
- Surge protectors are used for computers, fax machines, and printers.
- Heavy items are securely placed on sturdy stands close to walls.
- Computer components are kept out of direct sunlight and away from heaters.

Emergency Preparedness

- Emergency phone numbers (hospital, fire department, police department) are posted at the alternate work site.
- A first aid kit is easily accessible and replenished as needed.
- Portable fire extinguishers are easily accessible and serviced as needed.
- An earthquake preparedness kit is easily accessible and maintained in readiness.

**Administrative Office of the Courts
Safety Checklist for Remote Workers**

Ergonomics

___ Desk, chair, computer, and other equipment are of appropriate design and arranged to eliminate strain on all parts of the body.

___ *Easy Ergonomics for Desktop Computer Users*, published by the California Department of Industrial Relations, is available for easy reference at the alternate work site.

